

# Teachers to Teachers: Language, Technology, Math and Science Exchange

*A program of the Bureau of Educational and Cultural Affairs, U.S. Department of State*

Administered by American Councils for International Education: ACTR/ACCELS with the support of the Ministry of Education and Science of the Russian Federation, Uchitelskaya Gazeta and local education departments.

Dear Colleague,

We are pleased that you have decided to apply for the Teachers to Teachers: Language, Technology, Math and Science Exchange. The exchange provides opportunities for Russian and U.S. teachers to learn from one another, compare best practices, and foster excellence in the classroom through the sharing of ideas and expertise. Teachers to Teachers aims to recognize the excellence and commitment of secondary school teachers and teacher-trainers in a broad range of subjects by providing U.S. based professional development seminars, practical classroom-learning opportunities, as well as preparation to conduct post-program professional development workshops for colleagues in Russia.

The Liberal Arts Component of this program supports the professional development of Russian teachers in the fields of **English as a Foreign Language (EFL)**, **History** and **Social Studies**. (Social Studies includes history, government, economics, civics, sociology, economic geography, and anthropology.)

There is a separate, Russian language, application for the Math, Hard Sciences and Information Technologies program component.

Winning secondary school teachers and teacher-trainers in the Liberal Arts Component will participate in both university-based professional development seminars and U.S. classroom instruction and observation in the spring of 2008. Participants will work with faculty mentors to develop curriculum and implementation plans for professional development workshops that will be conducted for peers after returning from the U.S.

The goals of the Teachers to Teachers: Language, Technology, Math and Science Exchange are to provide practical classroom-opportunities as well as professional development. Professional development seminars will be offered in teaching methodologies, curriculum development, and workshop design and implementation. During the U.S. program, participants create a professional development seminar, and returning teachers are expected to conduct professional development workshops for colleagues in their communities to share the knowledge gained from their time spent in the U.S. Participants and their schools are encouraged to develop contacts with the U.S., which may result in long-term partnerships.

Applications are being accepted from the following regions of the Russian Federation:

**Nizhniy Novgorod oblast**  
**Ryazan oblast**

**Tver oblast**  
**Yaroslavl oblast**

**Moscow oblast** (only from Teachers of  
**History and Social Studies**)

Candidates will not be judged on the basis of race, nationality, gender, or social position. Preference will be given to applicants who are 10 or more years away from retirement age.

Applications are encouraged and welcomed from **both** urban and rural areas of the regions listed above. Care will be taken to evaluate candidates according to their abilities and not according to their school's availability of resources and/or opportunities for international contact and exchanges.

Finalists must be able to receive a U.S. J-1 visa and maintain their visa status for the duration of the program. Since this program is funded by the U.S. Government, participants must spend two years in Russia after completing the program before they are eligible for a U.S. temporary work visa or U.S. immigration visa. They will be eligible for other categories of temporary visas.

## Evaluation Criteria

First Round Nomination Committees, Selection Committees, and Interview Teams evaluate all applicants using the following criteria:

- Candidate's ability to teach in the field of application
- Innovation in teaching / Flexibility
- Awareness and commitment to diversity and pluralism
- Professionalism
- Leadership / Alumni Potential

## Financial Provisions

- J-1 visa support
- Roundtrip ticket from participant's home city to host institution in the U.S.
- Medical Insurance: Participants are covered for emergency medical treatment. Insurance does not cover pre-existing conditions, the cost of routine eye examinations, eyeglasses, contact lenses, or any dental work.
- Room and Board for duration of program

## EFL, History, and Social Studies

This application is free of charge and may be photocopied.

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## Eligibility requirements

In order to compete in the program, the candidate must:

- ♦ Be a citizen and resident of Russia
- ♦ Have graduated from a university, pedagogical institute or pedagogical university.
- ♦ Not have spent a substantive period in the United States on a U.S.-government funded program in the past five years. (For the purpose of this application, more than 30 consecutive days constitutes a substantive period of time).
- ♦ Be presently employed as one of the following: a secondary school **teacher** in an accredited secondary school (grades 5-11) or; **teacher-trainer** or **instructor** at an In-Service Institute (*Institut povysheniya kvalifikatsii*).
- ♦ Have a minimum of five academic years (*soglasno zapisyam trudovoi knizhki*) teaching or teacher-training experience in the application field or both.
- ♦ Intend to continue teaching or administering in a school or teacher training institute in Russia for two years AFTER returning from the United States.
- ♦ Be able to embark on the 4-week program in **spring 2008**.
- ♦ Demonstrate sufficient knowledge of English to understand lectures and written materials, and to communicate with U.S. counterparts in both professional and social settings.

## The Application

The Application package consists of three (3) sections: biographical questions, essay questions and one recommendation. When answering the essay questions, it is important to provide as much detail as possible and concrete examples **in the space provided**. Please also urge people providing recommendations to give concrete examples and as much detail as possible. Answers should be typed or NEATLY hand-written in the spaces provided. Illegible applications will not be considered. Applications submitted by fax or e-mail will **not** be accepted.

Additional materials such as student work, hand-outs, etc. should **not** be included with your application. Material that requires technical equipment, such as videotapes, will not be reviewed by the selection committee and should not be included. Nothing submitted can be returned to the applicant.

## Selection Process:

There are three phases to the selection of candidates. Once submitted, your application will be evaluated by a committee consisting of education specialists in your subject field. Top applicants must participate in an interview and complete a standardized test of English. Following interviews and testing, applications and interview results will be reviewed and finalists and alternates selected.

**Teachers to Teachers: Language, Technology, Math and Science Exchange is an open, merit-based competition.**

## Deadlines and Contact Information

Once you are certain that you meet the eligibility requirements, you must complete the application in English and submit it, **ALONG WITH TWO PHOTOCOPIES OF THE COMPLETED APPLICATION**, to the Moscow American Councils office. Teachers and teacher-trainers applying in the subjects of EFL, History and Social Studies must submit applications no later than 18:00, November 30, 2007. Applications sent by mail must be post marked no later than November 30, 2007.

Applications may be either submitted during American Councils' Moscow office work hours (9:30 – 18:00, Monday – Friday) or mailed to the following address:

119049 Россия, Москва, а/я 1  
Ленинский пр-т, 2, к.533  
Американские советы по международному образованию  
Программа «Учителя-учителям»  
Тел: (495) 956-78-05  
Электронная почта: [uchadmin@actr.ru](mailto:uchadmin@actr.ru)

For additional information and application materials, please contact American Councils at the address listed above or visit our site at [www.americancouncils.spb.ru](http://www.americancouncils.spb.ru).

We look forward to receiving your application and wish you every success!

## EFL, History, and Social Studies

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Subject of Application: \_\_\_\_\_ **EFL**  
\_\_\_\_\_ **History/Social Studies** (You may only select one.)

1. **Last Name** \_\_\_\_\_ **First** \_\_\_\_\_

**Patronymic** \_\_\_\_\_

2. **Sex** \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

3. **Citizenship** \_\_\_\_\_ (Do *not* list USSR or NIS)

4. **Date of Birth** \_\_\_\_\_  
Month / Date / Year

5. **Place of Birth** \_\_\_\_\_  
City \_\_\_\_\_ Region \_\_\_\_\_ Country \_\_\_\_\_

6. Do you have an **international passport**? \_\_\_\_\_

Name as in international passport: \_\_\_\_\_

Series and No. \_\_\_\_\_ Expiration date \_\_\_\_\_  
Month / Date / Year

7. Name and Mailing Address **in Russian**

Oblast/Republic \_\_\_\_\_ City \_\_\_\_\_ Index \_\_\_\_\_

Address \_\_\_\_\_ House \_\_\_\_\_ Stroenie/Korpus \_\_\_\_\_ Flat \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Patronymic \_\_\_\_\_

8. Mailing Address **in Latin letters**

Street Address, house, flat \_\_\_\_\_

City \_\_\_\_\_ Index \_\_\_\_\_ Oblast/Republic \_\_\_\_\_

Home Telephone (city code): (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

9. **Employment Information**

Name of school where currently employed (in English) \_\_\_\_\_

Name of school where currently employed (in Russian) \_\_\_\_\_

Oblast/Republic \_\_\_\_\_ City \_\_\_\_\_ Index \_\_\_\_\_

Address \_\_\_\_\_ House \_\_\_\_\_ Stroenie/Korpus \_\_\_\_\_

Telephone (city code): (\_\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_

School E-mail \_\_\_\_\_

10. **Your Present Position**

Title(s) \_\_\_\_\_

When did you begin working as a teacher or teacher trainer? \_\_\_\_\_  
Month / Year

Please Attach a Recent Photo Here

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## 11. Information about Your School

Name of school **Director** \_\_\_\_\_ Director's Telephone (city code): (\_\_\_\_\_)\_\_\_\_\_

School Address \_\_\_\_\_

Name of your **Supervisor** \_\_\_\_\_ Supervisor's Telephone (city code): (\_\_\_\_\_)\_\_\_\_\_

Number of teachers/teacher trainers at school or institute \_\_\_\_\_

Number of students at your school \_\_\_\_\_

Number of teachers attending your teacher training institute (for IPK only) \_\_\_\_\_

Number of teachers in your field at your school \_\_\_\_\_

Number of secondary schools in your city \_\_\_\_\_

## 12. Contact Person Name and Mailing Address **in Russian** (A **contact person** is someone who can be contacted should American Councils be unable to locate you using your personal or school contact information.)

Oblast/Republic \_\_\_\_\_ City \_\_\_\_\_ Index \_\_\_\_\_

Address \_\_\_\_\_ House \_\_\_\_\_ Stroenie/Korpus \_\_\_\_\_ Flat \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Patronymic \_\_\_\_\_

Telephone (city code): (\_\_\_\_\_)\_\_\_\_\_ Relationship to you (son, neighbor etc.) \_\_\_\_\_

## 13. Daily Schedule for Current Year

List the various subjects that you are presently teaching. Use the example provided to complete the question.

<u>Subject</u>	<u>Teaching Hours per Week</u>	<u>Grade Level of Students</u>	<u>Age of Students</u>
<i>EXAMPLE</i> <i>Happy English</i>	<i>3</i>	<i>5-9(5 groups)</i>	<i>10-15</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total **academic** hours of teaching per week \_\_\_\_\_ (Example: 28 hours per week)

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## 14. Additional duties or activities

Describe your workload outside of being a classroom teacher (*example*: advising, supervision, extracurricular activities). Describe in detail the nature of these activities, whether they involve students and/or faculty and/or administration. If they involve students, please note the students' age and grades.

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## 15. Professional Activities

Describe professional activities in which you participate or have participated (for example: attendance or speaking at professional development seminars, membership in teaching organizations or associations, civic activities, etc.)

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## 16. Honors and Publications

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## 17. Education History

Please list below your education history.

<u>Institute/University and City</u>	<u>Years Attended</u>	<u>Degree Earned</u>	<u>Specialty</u>
<i>Do not translate the name of the degree earned. For example, write "Diplom," etc.</i>			
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<hr/>			
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## 18. Employment History

Starting with your present position and proceeding backwards in time, list all positions you have held during the last ten years.

<u>Position</u>	<u>Employer</u>	<u>Address</u>	<u>Dates</u>
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<hr/>			
<hr/>			
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19. What Is Your **Native Language**? \_\_\_\_\_

## 20. Knowledge of Foreign Languages

List all foreign languages that you know. Rate your reading, writing, and oral abilities in each language using a scale from **1-5**:  
**5-Fluent    4-Confident    3-Fairly Confident    2-Less Confident    1-Just the Basics**

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Oral</u>
<hr/>			
<hr/>			
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## 21. International Experience

Please list any international travel you have undertaken and the reason for that travel (study, vacation, teaching, scholarship, exchange program, etc.) Include dates.

22. Please list any **U.S. Government-funded programs** that you have participated in, and dates of participation:

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## 23. Essay Questions

Please answer the following **in the spaces provided**. In order for the selection committees to evaluate your individual merits properly it is important that you provide concise responses with examples and specific details. Please type or write neatly with a blue or black pen.

**A) Statement of Purpose:** Describe your goals for participating on this program – why is it important to you? What do you hope to learn? What do you hope to achieve?

**B) Leadership/Professionalism:** Describe significant leadership roles you have held among your peers. Detail how you have resolved a significant challenge in your career.

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**C) Professional Development:** If you are selected to participate in this exchange, you will be required to develop a professional development seminar to share your knowledge with your colleagues. This seminar must be fully designed and completed before departing the United States. List two or three issues you believe are important to consider in the development of teacher training materials. What materials would make this training more productive?

**D) Often, a classroom or community is composed of varying backgrounds and cultures. This includes students of different learning styles and abilities. Detail your methods for teaching students of mixed ability or from varied backgrounds. Give examples of how you include all learners in the educational process. How do you teach your students to value one another as equals regardless of their differences? Again, please use specific examples.**



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## LETTER OF REFERENCE (from Supervisor or Teacher Trainer) Teachers to Teachers: Language, Technology, Math and Science Exchange

This letter of reference must be written by a former or current supervisor or teacher trainer of the candidate. This form may be completed in English or your native language. If written in any language besides English, the response to Question III should be translated into English on a separate sheet of paper. The letter of reference may be translated by the applicant.

<b>Name of Candidate</b> _____
<b>City and Name of Candidate's School</b> _____

**Name of Person Providing reference:** \_\_\_\_\_

- I. How long have you known the candidate? \_\_\_\_\_
- II. Describe the capacity in which you are familiar with the candidate's qualifications as a teacher or teacher trainer (Director, Supervisor, Teacher Trainer, etc.) \_\_\_\_\_
- III. On the back of this page, please write a candid evaluation of the candidate's abilities as a secondary school teacher or teacher trainer from your point of view as a supervisor or teacher trainer. Of particular interest to the selection committees will be your evaluation of the candidate's knowledge of the field, skills as a teacher or teacher trainer, professionalism, and leadership potential. If possible, please comment on any evidence of the candidate's creativity or innovation in the field of application. Your statement will be given considerable attention by the selection committees reviewing the application. Preference will be given to those applications with references that have been supported by concrete examples and details.
- IV. In the chart below, rate the candidate in comparison with other teachers or teacher trainers whom you have come into contact.

Criterion	Excellent	Very Good	Average	Below Average	Unable to Rate
Intellectual Ability					
Knowledge of Subject					
Work Habits					
Dedication to Teaching/Training					
Innovation in Teaching					
Ability to Engage Students/Teachers					
Leadership Qualities					
Professionalism					

- V. Indicate where the applicant would rank among teachers or teacher trainers with whom you have come into contact. Please circle the most appropriate percentage.

BEST	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%	WORST
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Response to Question III:

**Name and Title** (print) \_\_\_\_\_

**Place and City of Employment** \_\_\_\_\_

**Signature and Date** \_\_\_\_\_

**Work Telephone (city code):** (\_\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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## CERTIFICATION AND AGREEMENT

I certify that the information given in this application is complete and accurate to the best of my knowledge. I certify that I completed this application myself, without any assistance. I understand that giving false or misleading information in the application form or at any time during the selection process may result in exclusion from the competition or dismissal from the program. American Councils may verify this information if needed. If selected, I agree to comply with all the regulations of the Teachers to Teachers: Language, Technology, Math and Science Exchange

### I certify that I meet all the eligibility requirements to participate in the competition:

\_\_\_\_\_ I am a citizen and resident of Russia.

\_\_\_\_\_ I have graduated from a university, pedagogical institute or pedagogical university.

\_\_\_\_\_ I have not spent a substantive period of time (more than 30 days) in the United States on a U.S. Government funded program in the past five years.

\_\_\_\_\_ I am presently employed as one of the following: a secondary school **teacher** in an accredited secondary school (grades 5-11) or **teacher trainer** or instructor at an institute involved in teacher training.

\_\_\_\_\_ I have a minimum of five academic years (*soglasno zapisyam trudovoi knizhki*) teaching or teacher-training experience in the application field.

\_\_\_\_\_ I intend to continue teaching in a school or teacher institute in Russia for two years AFTER returning from the United States.

\_\_\_\_\_ I am able to embark on the program in the spring of 2008.

\_\_\_\_\_ I understand that it is a program expectation to complete a professional development seminar while in the U.S. to share with colleagues in Russia in a formal workshop during the summer following my return.

\_\_\_\_\_ I have sufficient knowledge of English to understand lectures and written materials, and to communicate with U.S. counterparts in both professional and social settings.

Name of Applicant \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Oblast/Republic of Residence \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

How did you hear about the **Teachers to Teachers: Language, Technology, Math and Science Exchange**?

- ☐ National newspaper
- ☐ Educational Advising Center
- ☐ Local newspaper
- ☐ American Center or Corner
- ☐ Teacher Training Institute
- ☐ School
- ☐ Television advertisement or news report
- ☐ Friend, student, supervisor
- ☐ Alumni of American Councils program. Name \_\_\_\_\_ Program, Year \_\_\_\_\_
- ☐ Other \_\_\_\_\_

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## **Политика Американских Советов по международному образованию (АСПРЯЛ/АКСЕЛС) по работе с информацией о кандидатах и участниках программ**

Информация о кандидатах и участниках программ необходима Американским Советам по международному образованию для проведения программ и оценки их качества и эффективности, а также для разработки новых проектов.

Американские Советы строго соблюдают принцип конфиденциальности информации, полученной от кандидатов и участников программ, и используют информацию в соответствии с положениями, изложенными в настоящем документе. Основные положения данного документа действительны только для Американских Советов, другие организации, вовлеченные в администрирование программ, могут придерживаться иной или подобной политики в работе с информацией о кандидатах и участниках программ.

### **1. Содержание и средства сбора информации**

Содержание информации о кандидатах и участниках программ составляют сведения, получаемые от них при заполнении анкет, проведении интервью и в процессе выполнения программы, и данные, относящиеся к администрированию программы. Эта информация, помимо контактных сведений, сведений об образовании, профессиональном опыте и месте работы участников, может включать также иную личную информацию.

Указанные сведения сохраняются Американскими Советами в письменной и электронной форме. Некоторые данные, такие, как контактная информация (адрес, телефон, адрес электронной почты), постоянно обновляются для того, чтобы представители Американских Советов могли поддерживать связь с участниками с целью передачи дополнительной информации о новых программах и проектах, а также для оценки участниками эффективности проводимых программ.

### **2. Использование информации**

Информация используется:

- при рассмотрении Вашей кандидатуры для участия в программе отборочной комиссией,
- для предоставления в организации, финансирующие программу,
- для предоставления в потенциальные принимающие школы, университеты, иные принимающие организации, с целью последующего участия в их академических программах и профессиональных стажировках, а также в принимающие семьи,
- для оценки эффективности Вашего участия в программе и соответствия нормам и правилам, установленным программой,
- для своевременного оповещения выпускников программ о предстоящих мероприятиях, новых программах и проектах, в которых они могут принять участие,
- при сборе данных для оценки эффективности проводимых программ,
- для предоставления в финансирующие учреждения и организации, приглашаемые Американскими Советами, для оценки эффективности проводимых программ,
- для предоставления участникам и выпускникам программ, финансируемых правительством США, с целью расширения связей между выпускниками,
- для предоставления некоммерческим организациям в целях содействия профессиональному развитию выпускников программ.

Информация о кандидатах, участниках и выпускниках программ также может быть использована при проведении статистических и оценочных исследований по программам Американскими Советами, финансирующими организациями или их уполномоченными представителями. Информация, анализируемая в этих целях, может быть опубликована только в качестве статистических данных. Персональные данные не являются предметом публикаций. Исключение составляет контактная информация, а также данные, относящиеся к проведению академических программ, профессиональных стажировок (место проведения программы, стажировки: школы, университеты и др. принимающие организации; область специализации и тема исследования) и дальнейшему привлечению выпускников в послепрограммную деятельность (участие в мероприятиях для выпускников и программе малых грантов). Материалы, которые кандидаты, участники или выпускники программ предоставляют Американским Советам (статьи, отзывы, обращения, фотографии и т.п.) могут быть опубликованы, если при их передаче или впоследствии не был установлен прямой запрет на публикацию.

Подписывая настоящий документ, Вы даете тем самым согласие на получение, использование, хранение и распространение информации о Вас в соответствии с условиями, изложенными выше.

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